

Meeting:	Postgraduate Committee
Date:	12/11/2019
Time:	17:15 – 19:15
Location:	Bookable Room 7 and 8
Author:	Scott Arthur
Attending:	Martin Marko, Sophie Atherton, Alicia Perez, Amelia Trew, Megan Pay, Gina Kim, Benjamin Pinsent, Lewis Martin, Matthew Gallagher, Subeer Sakar
Staff Support:	Scott Arthur, Josh Melling
Apologies:	

101 Elect Chair and Deputy Chair of Committee

The 6 elected members from Assembly will elect a Chair for the year from within the Assembly Reps.

102 Statement from the Chair [s]

Opening statement(s) from the Chair of Committee.

103 Minutes of Last Meeting [s]

Committee to debate the accuracy of the minutes from the previous meeting. *Applicable as a reference for this meeting.*

104 Action Log [s]

Chair to review the status of the previous meetings action log. *Applicable as a reference for this meeting.*

105 Moving of GCMG Remit to Postgraduate Committee

Item brought by M Marko. Committee to discuss the possibility of moving the remit of the GCMG from Management Committee to the Postgraduate Committee.

106 Graduate Centre Management Committee (Sub-Committee of management Committee) [s]

Chair to steer Committee to elect two, non-officer, members to the GCMC. This item is dependent on the outcome of item 105.

107 Postgraduate(su) Budget

Committee is to decide and vote on allocating the £15,000 budget for postgraduate(su), and discuss the process for each budget line. Committee will have considered this issue during training. *This allocation can be reviewed and changed at any later meeting.*

108 Conference Fund and Social Grant Procedures

Committee to review and amend the procedure for these funds and decide on any changes, if necessary, for this academic year. *This can be reviewed and changed at any later meeting.*

109 Update on AT Rights Campaign

Chair to inform Committee of the existing campaign concerning Associate Tutors (ATs).

110 Update on Democracy Review

Item brought by M Marko. Officers to present current progress of democracy review.

111 Update on UCU Strike Action

Item brought by M Marko. Committee to consider the UCU strike action, and to consider if any support can be arranged.

112 Research Success Big Shift Big Day

Item brought by M Marko. Committee to be made aware of the Research Success Big Shift Big Day on the 20th November.

113 Doctoral College Update

Item brought by M Marko. Update on Doctoral College Exec from 10 Oct 2019.

114 Sky House

Item brought by S Atherton. Introduction of plan to speak to PG's about their academic space, and collate this data so that we can come up with a collaborative approach and solution going forward for the new building.

115 Time and Date of Next Meeting

Meeting provisionally arranged for Monday 9th December 2019, 17:00-19:00 in Bookable Rooms 7 and 8.

Agenda Explanations

[s] – standing item

Each item proposed at committee is submitted by someone, and the agenda will indicate who this is.

As this is the first meeting there are several mandatory items, such as the budget and various bits of housekeeping. Committee was therefore not asked for items this time, in order to keep the meeting within the allocated 2 hour window.

101 - The Chair of Committee is to be elected by and from the members of the Assembly representatives. This role requires the elected member to facilitate fair discussion during meetings, assist with the general administration of the Committee and liaise with postgraduate(su) on agenda items prior to each meeting.

102 – Statements from the Chair is a standard uea(su) agenda item which allows the Chair to set out their expectations for the meeting, as well as any other news they feel the attendees should be aware of before proceeding.

103 – Committee should review the minutes of each meeting before starting new debates to check for any inaccuracies, omissions or points of contention. Minutes can and will be provided in person and digitally.

104 – During Committee meetings an action log is taken including the Committee member who has been actioned. This is to assist committee members in being aware of their responsibilities, and any points they need to follow up on in further meetings.

105 – The Graduate Centre Management Committee is a sub-committee of the Management Committee and decides on how best to run the graduate centre. Committee members can find out more about the body and its makeup in the Bye-Laws on Page 77 and 78.

The GCMC is regulated by bye-law 11, articles 11, 12 and 13. These read:

"11.11: There shall be a Graduate Centre Management Group which shall consist of: the Postgraduate Education Officer; The Campaigns & Democracy Officer; 2 lay members nominated from the Postgraduate Committee; the member of the Trustee Board elected by the Graduate Assembly; the Mature Students Officer and one member of Graduate Centre student staff elected by their peers.

11.12: The Graduate Centre Management Committee shall be responsible for the day to day management of the Graduate Centre.

11.13: The Graduate Centre Management Group is a sub-committee of Management Committee, and as such will report regularly to Management Committee as to its activities and progress."

The bye-laws can be found here:

<https://www.uea.su/pageassets/union/governance/constitution/Bye-Laws-October-2019-Version.pdf>

Recent decisions from this group include surveying postgraduates and mature undergraduates on the access of Scholars bar. This item would, if approved, begin the process of moving the remit of the GCMC from the Management Committee to the Postgraduate Committee.

106 – This Committee is responsible for electing two non-officer members to the GCMC every year. This item is of course dependent on item 105 – if the remit of the GCMC is moved to the Committee, then this can be bypassed.

107 – One of the main roles of Committee is to allocate the budget at the beginning of the year. You will have learnt more about this in training but it is important to understand the historical context of each fund. The Committee should reach an agreement of how they wish the budget to be split at their first meeting of the year. In 2018/19 the Committee decided to allocate the fund as follows; Activities - £6738 (104% spent), Campaigns - £512 (70% spent), Social Grant - £4050 (92% spent), and Conference Fund - £6200 (100% spent). The excess from these funds does not roll over to the next academic year. Moreover, the spending over the summer for such things as welcome week are decided by the previous committee, but accrued in the current Committee budget. Meaning there is already less than £15,000 to work with. Committee members were introduced to the budget during training on the 06/11/19 and 11/11/19, and have had time to think about specifics.

108 - The Postgraduate Committee reserves some of its funding for two purposes; helping to fund student-led social events, and helping postgraduates with admission, travel or other research fees that may be accrued when attending academic conferences. As this is the first meeting, it is salient to consider the process through which these funds are approved.

109 – Associate Tutors are PhD students who conduct teaching and assist in laboratory environments. It has been identified that there is great inconsistency to how AT's are paid, trained and supported at UEA. Postgraduate(su) are currently researching and campaigning in this area.

110 – The Students Union is currently going through review of its democratic procedures, undertaken by an external consultant.

111 – UCU, the University and College Union have officially voted to undertake industrial action, both nationwide and at UEA. This industrial action is a result of disputes over both pensions and pay and working conditions.

There are numerous policies associated with strikes by academic staff:

2269 - Increasing our efficiency when supporting students lecturers and university staff: <https://www.uea.su/pageassets/democracy/unionpolicy/2269-Increasing-our-efficiency-when-supporting-students-lecturers-and-university-staff.pdf>

Students Supporting Strikes Should Not Be Disciplined: <http://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/6395/f690ec869772d646e8e169792e99a7df/2011-03-11%201178%20%20->

[%20Students%20Supporting%20Strikes%20Should%20Not%20Be%20Disciplined.pdf](#)

Emergency Resolution: Backing UCU in the Pension Dispute:

<https://www.uea.su/pageassets/democracy/unionpolicy/2-Emergeny-Res-Backing-UCU-in-the-Pension-Dispute.pdf>

112 – The Research Success Big Shift Big Day is an event designed for staff and students to give feedback on and challenge the emerging themes for the next stage of the UEA Plan. This plan acts as a part of the UEA2030 vision. The next plan begins in 2021 and runs until 2025. With the university intending to expand its student numbers and facilities in future years, it is imperative that students get to feed into the process.

113 – The Doctoral College Executive meets 5 times a year and supports Postgraduate Research students. The Executive last met on October 10th, so it is appropriate to receive an update on the proceedings.

Note: The Doctoral College Executive was renamed from the Postgraduate Research Executive at the start of this academic year.

114 – The Sky House will be one of the new buildings constructed here on campus, and will be the future home of the faculty of Arts and Humanities. It will be built at the top of campus adjacent to the Lasdun Wall. A significant engineering project, it will expand teaching and learning space, but there will of course be impacts on students during construction (noise etc).

115 - A standard agenda item wherein Committee members are informed of the time, date and location of the next scheduled meeting. While the meeting has already been booked, this allows for members to voice concerns regarding the date and time, apologise in advance for a possible absence, and serves to encourage attendance.